

The following options are provided:

- **Apply list of forbidden characters to the beginning and end of lines** – prevents the characters in the list of restricted characters from starting or ending a line. The characters are relocated to either the previous or the next line. To edit the list of restricted characters, go to **Tools > Options > Language Settings > Asian Layout > First and Last Characters**.
- **Allow hanging punctuation** – prevents commas and periods from breaking the line. Instead, these characters are added to the end of the line, even in the page margin.
- **Apply spacing between Asian and non-Asian text** – inserts a space between ideographic and alphabetic text.

## Formatting cell borders

To format the borders of a cell or a group of selected cells, you can use the border icons on the Formatting toolbar to apply the default styles to borders, or the Format Cells dialog for greater control. See Chapter 4, Using Styles and Templates, for more information on the options.

### Note

Cell border properties apply only to the selected cells and can only be changed if you are editing those cells. For example, if cell C3 has a top border, that border can only be removed by selecting C3. It cannot be removed in C2, even though it appears to be the bottom border for cell C2.

- 1) Select a cell or a range of cells.
- 2) Go to **Format > Cells** on the Menu bar, or right-click and select **Format Cells** in the context menu, or press **Ctrl+1**, to open the Format Cells dialog.
- 3) On the *Borders* tab (Figure 49), select the options required.
- 4) Click **OK** to close the dialog and save the changes.

Alternatively, use the icons on the Formatting toolbar to apply default styles to borders:

- 1) Click the **Borders** icon and select one of the options displayed in the *Borders* palette.
- 2) Click the **Border Style** icon and select one of the line styles from the *Border Style* palette.
- 3) Click the **Border Color** icon to apply the most recently selected color. Click the down arrow to the right of the **Border Color** icon to select another color from the *Border Color* palette.

### Note

When entering borders with the border icons on the Formatting toolbar, you have two choices: click the required icon to add a border to the present borders or *Shift-click* to add a border and remove the present borders.